

# ORGANIZATIONAL PROCEDURE

PROCEDURE # 8.21a	EFFECTIVE DATE	REVISED DATE
TITLE: SEVERENCE PAY AND BENEFITS	4/19/2018	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 8.21	7/31/25	
POLICY TITLE: SEVERENCE PAY AND BENEFITS		
CHAPTER: HUMAN RESOURCES		

## I. PURPOSE

To outline the provisions for severance pay and associated benefits for eligible employees who separate from employment under qualifying circumstances. This policy ensures equitable and consistent treatment, supports transitioning employees, and maintains compliance with legal and organizational standards.

## II. PROCEDURES

- A. **ELIGIBILITY.** Employees must meet specific criteria to qualify for severance pay and benefits, including length of service, employment status, and reason for separation. Temporary, contract, or probationary employees may be excluded unless otherwise stated.
- B. **SEVERANCE PAY.** The amount and duration of severance pay will be determined based on years of continuous service and salary at the time of separation. Additional compensation or benefits may be provided as stipulated by state or federal regulations, or individual employment agreements.
- C. **BENEFITS CONTINUATION.** Eligible employees may receive continued benefits coverage for a specified period following separation, including but not limited to health, dental, and vision insurance. Details regarding benefit continuation, conversion rights, and timelines will be provided to each eligible employee.
- D. **NOTICE REQUIREMENTS.** Both the organization and the employee must adhere to outlined notice periods as described in the policy documentation. Failure to provide adequate notice may affect eligibility for severance pay or benefits.
- E. **EXCLUSIONS.** This policy does not apply when separation is due to gross misconduct, resignation without notice, or other conditions outlined in the exclusions section.

## III. CHANGE LOG

Date of Change	Description of Change	Responsible Party